

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                    **EMERGENCY MEDICAL SERVICES (EMS) PARAMEDIC  
NURSE COORDINATOR**

**DEPARTMENT:**                **FIRE**

**BASIC FUNCTION:**

Under general supervision of the Division Chief of Emergency Operations, performs duties related to Emergency Medical Services including; training, monitoring, evaluation, procurement, inventory control, quality control, quality improvement, billing, legal/regulatory compliance, public education, and training records.

**DISTINGUISHING CHARACTERISTICS:**

The EMS Paramedic Nurse Coordinator is a professional, non-sworn, management position.

**KEY RESPONSIBILITIES:**

Develop, implement, conduct and certify Paramedic and Emergency Medical Technician (EMT) training and continuing education.

Evaluate skills and knowledge of Paramedic personnel via ride-along evaluations and skills testing.

Procure, inventory, and distribute medical supplies and pharmaceuticals.

Collect, audit and analyze EMS related data and make recommendations for service delivery improvement.

Represent Carlsbad Fire Department on state, local and regional boards/committees and with Base Hospital.

Ensure adherence to County Protocols and accepted standards of care.

Provide timely and accurate data documentation to regulatory bodies.

Facilitate EMS transport billing, coordinating with patients, vendors, insurance providers and other City departments.

Conduct threshold incident reviews for EMS-related activities including but not limited to; CPR, restraint use, treatment release, and medical refusal documentation.

Ensure EMS system compliance with HIPPA and other related regulations.

Serve as a resource to the Medical Unit Leader on local and regional Mass Casualty Incidents (MCI's) and drills.

Create and administer an EMS public education program

Serve as a technical specialist on EMS delivery for the City's Emergency Operations Planning, report to EOC to support local and regional incidents.

### **QUALIFICATIONS:**

#### **Knowledge of:**

Standard practices and procedures of emergency medical care, basic and advanced life support standards and care delivery systems.

Applicable federal, state and local ordinances, laws, rules and regulations, codes and standards.

Adult teaching principles, curriculum development, training methods, and test development.

Nursing procedures applicable to the EMS program.

Ambulance transport systems and billing.

Emergency command procedures such as: Incident Command Systems (ICS), Standardized Emergency Management Systems (SEMS) and National Emergency Management Systems (NIMS).

#### **Ability to:**

Develop, review, coordinate, schedule and deliver education programs.

Interpret, apply and ensure compliance with federal, state, local and department laws, regulations and policies.

Establish and maintain effective working relationships with Fire Department personnel, other agencies, and members of the general public.

Maintain skill base to perform all patient care skills that are required of paramedics and EMT's.

Communicate clearly and concisely, both orally and in writing.

Develop and deliver written and oral presentations.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree or its equivalent from an accredited college or university with major course work in nursing, education or a related field. Course work in the areas of public health is highly desirable.

**REQUIRED LICENSE AND CERTIFICATION:**

Possession of a Registered Nursing license issued by the California Board of Registered Nurses.

Possession of a Mobile Intensive Care Nurse (MICN) certification issued by the County of San Diego, Division of Health and Human Services Agency, EMS Division is preferred.

Possession of or ability to obtain an Advanced Cardiac Life Support instructor certification.

**PHYSICAL CHARACTERISTICS:**

Require physical condition that will allow a minimum to moderate level of lifting, bending, stooping and walking. May be exposed to loud noises, hazardous materials, limited visibility, and the presence of victims of death and/or dismemberment. May require long periods of standing and use of fingers and hands as well as exposure to computer screens. Ability to verbally communicate as well as visual acuity to read and interpret information.

**OTHER CHARACTERISTICS:**

Must have willingness and ability to: work variable shifts including weekends and evening hours as required and attend meetings and training activities. Incumbent will wear a uniform.

This is an at-will management classification.

DATE APPROVED 8/15/2006